

# CORNELL UNIVERSITY OFFICIAL PUBLICATION

Volume XXII

Number G

New York State  
College of Home Economics  
Announcement of the Course in  
Hotel Administration  
for 1931-32

Ithaca, New York  
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May 1, 1931



## THE UNIVERSITY CALENDAR FOR 1931-32

1931		FIRST TERM
Sept.	21, <i>Monday</i> ,	Entrance examinations begin.
Sept.	28, <i>Monday</i> ,	Registration of new students.
Sept.	29, <i>Tuesday</i> ,	
	9-12 a. m.	Registration of new students.
	1-5 p. m.	Registration of old students.
Sept.	30, <i>Wednesday</i> ,	Registration of old students.
Oct.	1, <i>Thursday</i> ,	Instruction begins at 8 a.m.
Oct.	23, <i>Friday</i> ,	Last day for payment of tuition for the first term.
Nov.	25, <i>Wednesday</i> ,	Instruction ends at 6 p. m.
Nov.	30, <i>Monday</i> ,	Instruction resumed at 8 a.m.
Dec.	19, <i>Saturday</i> ,	Instruction ends at 1 p. m.
	1932	
Jan.	4, <i>Monday</i> ,	Instruction resumed at 8 a.m.
Jan.	11, <i>Monday</i> ,	Founder's Day.
Jan.	30, <i>Saturday</i> ,	Instruction ends.
Feb.	1, <i>Monday</i> ,	Term examinations begin.
Feb.	10, <i>Wednesday</i> ,	Term ends.
Feb.	11, <i>Thursday</i> ,	A holiday.
		SECOND TERM
Feb.	12, <i>Friday</i> ,	Registration of all students.
Feb.	15, <i>Monday</i> ,	Instruction begins at 8 a. m.
Mar.	7, <i>Monday</i> ,	Last day for payment of tuition for the second term.
April	2, <i>Saturday</i> ,	Instruction ends at 1 p. m.
April	11, <i>Monday</i> ,	Instruction resumed, at 8 a. m.
May	28, <i>Saturday</i> ,	Spring Day, a holiday.
June	6, <i>Monday</i> ,	Term examinations begin.
June	14, <i>Tuesday</i> ,	End of term examinations.
June	20, <i>Monday</i> ,	Commencement.

### CORRESPONDENCE

Correspondence concerning admission (see page 5) and adjustment of credentials should be addressed to Director of Admissions, Cornell University, Ithaca, New York.

Correspondence concerning the content of hotel courses should be addressed to Professor H. B. Meek, Cornell University, Ithaca, New York.

Correspondence concerning credit, on the hotel-practice requirement, for hotel experience should be addressed to the Chairman, Hotel-Practice Committee, Cornell University, Ithaca, New York.

Correspondence concerning admission with advanced standing from other institutions, requirements for graduation, records, and correspondence of a general nature, should be addressed to the Secretary of the Colleges of Agriculture and Home Economics, Roberts Hall, Ithaca, New York.

# COURSE IN HOTEL ADMINISTRATION

## STAFF OF ADMINISTRATION

Livingston Farrand, A.B., M.D., L.H.D., LL.D., President of the University.  
Albert Russell Mann, B.S.A., A.M., D.Sc., D.Agr., LL.D., Dean of the Colleges of Agriculture and Home Economics.\*  
Cornelius Betten, Ph.D., D.Sc., Director of Resident Instruction.  
Carl Edwin Ladd, Ph.D., Director of Extension.\*  
Martha Van Rensselaer, A.B., D.Ped., Director of the College of Home Economics.  
Flora Rose, B.S., M.A., Associate Director of the College of Home Economics.  
Howard Bagnall Meek, S.B., M.A., In charge of Hotel Courses.  
Olin Whitney Smith, B.S., Secretary of the Colleges of Agriculture and Home Economics.  
Willard Waldo Ellis, A.B., LL.B., Librarian.  
George Wilson Parker, Bursar.

## STAFF OF INSTRUCTION

(This list includes only those members of the Instructing Staff who are directly engaged in giving courses regularly taken by students of Hotel Administration. The complete list will be found in the University Directory.)

Bristow Adams, B.A., Professor in Extension Service.  
Dane Lewis Baldwin, M.A., Instructor in English.  
Gertrude W. Betten, B.S., Assistant Manager of the Cafeteria.  
Beulah Blackmore, B.S., Professor of Home Economics.  
Mrs. Jessie Austin Boys, M.S., Assistant Professor of Home Economics.  
Arthur Wesley Browne, Ph.D., Professor of Inorganic Chemistry.  
George Walter Cavanaugh, B.S., Professor of Agricultural Chemistry.  
Peter Walter Claassen, Ph.D., Professor of Biology.  
John Courtney, M.S., Instructor in Hotel Accounting.  
Oscar Diedrich von Engeln, Ph.D., Professor of Physical Geography.  
Donald English, M.B.A., Professor of Economics and Accounting.  
George Abram Everett, A.B., LL.B., Professor of Extension Teaching.  
Katherine Wyckoff Harris, B.S., Assistant Professor of Home Economics and Manager of the Cafeteria.  
Harley Earl Howe, Ph.D., Assistant Professor of Physics.  
Raymond J. Kief, Instructor in Hotel Management.  
Albert Washington Laubengayer, Ph.D., Assistant Professor of Inorganic Chemistry.  
Howard Bagnall Meek, S.B., M.A., Professor of Hotel Management.  
Mrs. Charlotte Hopkins Merrell, B.S., Instructor in Home Economics and Assistant Manager of the Cafeteria.  
Ernest George Merritt, M.E., World War Memorial Professor of Physics.  
Grace Evelyn Morin, M.A., Professor of Home Economics.  
Guy Brooks Muchmore, A.B., Assistant Professor of Public Speaking.  
Paul Martin O'Leary, Ph.D., Assistant Professor of Economics.  
Alfred Lander Olsen, B.S., Instructor in Hotel Administration.  
Frank Ashmore Pearson, Ph.D., Professor of Prices and Statistics.  
Frank Harrison Randolph, B.A., M.E., Professor of Institutional Engineering.  
Harold Lyle Reed, Ph.D., Professor of Economics and Finance.  
Juan Estevan Reyna, E.E., M.A., Assistant Professor of Drawing.  
Charles Inglehart Sayles, B.S., Instructor in Hotel Administration.  
Cecil D. Schutt, Instructor in Animal Husbandry.  
Dean Franklin Smiley, A.B., M.D., Professor of Hygiene.  
Louis Toth, C.P.A., Assistant Professor of Hotel Accounting.  
Allan Hosie Treman, A.B., LL.B., Instructor in Hotel Law.  
Andrew Leon Winsor, Ph.D., Assistant Professor of Rural Education.  
Paul Work, Ph.D., Professor of Vegetable Crops.

\*Absent on leave.

## COURSE IN HOTEL ADMINISTRATION

Education for the profession of hotel management has only recently gained recognition, either from the leaders in the business or from educators themselves. Even after specialized education for the executives of general business had thoroughly vindicated itself, the hard-won lessons of experience were the only ones available for the hotel manager; the long, steep path of promotions through a large number of jobs in a number of departments was the only avenue to the top.

The situation in the hotel business in recent years has served to make far heavier demands on the operator than have ever been known. Under the pressure of keen competition all departments are more closely watched. With advances in operating technic on every side the technical knowledge needed by the hotel man has vastly increased. Long and varied experience in the industry still offers one method of acquiring this knowledge. To many it must be the only way. Others there are for whom technical education in the hotel business will offer a short cut. Those whose family situations or traditions make years of responsibility for hotel operations certain, those whose natural ability and industry will eventually assure them places of leadership in any business and who have felt the irresistible fascination of hotel work, may well seek formal training in those foundation sciences on which efficient modern hotel operation must be based. Through the cooperation of the American Hotel Association, and the financial assistance of the heirs and trustees of the estate of the late E. M. Statler, Cornell University is enabled to offer a course of university grade to provide such training.

The program embraces a four-year academic curriculum and three summer periods of supervised work at regular pay-roll jobs in approved hotels. The formal curriculum, which is described in detail on pages 10 and 11, includes instruction in the fundamental sciences of biology, chemistry, physics, and economics; in the important subjects of food handling and preparation, hotel engineering and hotel accounting; and in a wide range of general subjects drawn from every school and department of the University.

### ADMISSION

Admission to the Course in Hotel Administration is granted only after the prospective student has met:

- A. The regular academic entrance requirements of the College, and
- B. The more personal requirements of the department.

#### A. ACADEMIC REQUIREMENTS

Fifteen units of secondary-school subjects are required for entrance; of these, three must be in English, three in one foreign language, or two in each of two foreign languages, one in history, one in

elementary algebra, and one in plane geometry. (Of the foreign languages, French should be offered, if possible.)

The remaining units may be chosen from the list of acceptable secondary-school units named in the following list. The figure in parenthesis following each subject indicates its value in entrance units and shows the maximum and the minimum amount of credit allowed in the subject. A unit represents five prepared recitations a week for one year in a study.

1a. English No. 1 . . . . .	(1½)	8a. Ancient History . . . . .	(½-1)
1b. English No. 2 . . . . .	(1½)	8b. Modern History . . . . .	(½-1)
1c. English (elective) . . . . .	(1)	8c. American History, Civics . . . . .	(½-1)
2a. First Year Greek . . . . .	(1)	8d. English History . . . . .	(½-1)
2b. Second Year Greek . . . . .	(1)	9a. Elementary Algebra . . . . .	(1)
2c. Third Year Greek . . . . .	(1)	9b. Intermediate Algebra . . . . .	(1)
3a. First Year Latin . . . . .	(1)	9c. Advanced Algebra . . . . .	(½)
3b. Second Year Latin . . . . .	(1)	9d. Plane Geometry . . . . .	(1)
3c. Third Year Latin . . . . .	(1)	9e. Solid Geometry . . . . .	(½)
3d. Fourth Year Latin . . . . .	(1)	9f. Plane Trigonometry . . . . .	(½)
4a. First Year German . . . . .	(1)	10. Physics . . . . .	(1)
4b. Second Year German . . . . .	(1)	11. Chemistry . . . . .	(1)
4c. Third Year German . . . . .	(1)	12. Physical Geography . . . . .	(½-1)
4d. Fourth Year German . . . . .	(1)	13. Biology* . . . . .	(1)
5a. First Year French . . . . .	(1)	14. Botany* . . . . .	(½-1)
5b. Second Year French . . . . .	(1)	14a. Zoology* . . . . .	(½-1)
5c. Third Year French . . . . .	(1)	15. Bookkeeping† . . . . .	(½-1)
5d. Fourth Year French . . . . .	(1)	16. Agriculture (including Home Economics)† . . . . .	(½-4)
6a. First Year Spanish . . . . .	(1)	17. Drawing . . . . .	(½-1)
6b. Second Year Spanish . . . . .	(1)	18. Manual Training . . . . .	(½-1)
6c. Third Year Spanish . . . . .	(1)	19. Any high-school subject or subjects not already used . . . . .	(½-2)
6d. Fourth Year Spanish . . . . .	(1)		
7a. First Year Italian . . . . .	(1)		
7b. Second Year Italian . . . . .	(1)		
7c. Third Year Italian . . . . .	(1)		

A candidate may obtain credit against the academic requirements for admission to the College in one of four ways or some combination of them.

1. By passing the required Cornell University entrance examinations.
2. By passing, in the required subjects, the examinations of the College Entrance Examination Board.
3. By passing the necessary Regents examinations.
4. By presenting an acceptable school certificate.

Evaluation of high-school and preparatory work is made by the Director of Admissions, who will supply the necessary blanks. Correspondence should be addressed to him at Morrill Hall, Ithaca, New York. For detailed information concerning academic requirements, refer to the *General Information Number*, which may be obtained from the Director of Admissions.

\*If an applicant has counted Biology (1), he may not also offer Botany (½) or Zoology (½).

†An applicant may offer not to exceed four units in vocational subjects under numbers 16, 18, and 19 combined. Bookkeeping may not be offered together with more than one of the subjects listed under 16, 17, and 18.

## B. PERSONAL REQUIREMENTS

As the number of candidates for admission who can meet the academic requirements described under A is in excess of the capacity, the Faculty attempts to choose through a Committee on Admission those likely to profit most by the instruction offered. Prospective students in Hotel Administration who are able to, or expect to be able to, meet the academic requirements of the College should therefore present to the Director of Admissions, on blanks provided by him, evidence of their personal qualifications for admission to the hotel courses. This Committee will evaluate all available evidence with regard to scholarship, character, seriousness of purpose, and fitness for hotel work, and on the basis of this evidence will select the applicants to be admitted. To obtain prompt and favorable consideration, the prospective student should make application for admission as soon as he is certain that he wishes to specialize in hotel work, in any event not later than August 1 for September, nor January 1 for February, admission. The course is open to both men and women. As in other courses in the University, men must be at least sixteen years of age; women must be at least seventeen years of age.

## SUPPLEMENTARY RULES GOVERNING ADMISSION

1. Every candidate for admission to an undergraduate course must deposit \$25 with the Treasurer. A check, draft, or order should be payable to Cornell University and should be sent to The Office of Admissions, Cornell University. The deposit must be made not later than August 1 if the candidate is to be admitted in September and not later than January 1 for admission in February.

If the candidate matriculates, the deposit will be credited to his account, \$10 for the matriculation fee and \$15 as a guarantee fund, which every undergraduate student is required to maintain and which is to be refunded upon his graduation or permanent withdrawal, less any indebtedness to the University.

If admission is denied a candidate, the deposit is refunded in full at any time.

A candidate may withdraw the application for admission, but a charge of \$10 is regularly made for accrued expenses unless the application is withdrawn and a refund of the deposit in full is claimed before the due date, which is August 1. If an application is not withdrawn until after the due date, but is withdrawn before August 31, the \$10 charged for accrued expenses is deducted and \$15 of the deposit is refunded. No refund is made to an applicant who withdraws the application after August 31.

In the case of applications for admission in February, a withdrawal after January 1 incurs the regular charge of \$10, and no refund is made for withdrawal after January 31.

2. Every candidate for matriculation must submit to the Director of Admissions a satisfactory certificate of vaccination against small-pox, not later than August 1 if he is to be admitted in September, or not later than January 1 if he is to be admitted in February. It will be accepted as satisfactory only if it certifies that within the last five years a successful vaccination has been performed or three unsuccessful attempts at vaccination have been made.

3. Every candidate for admission to an undergraduate course must file with his application at the office of the Director of Admissions either a certificate of good moral character or, if he has attended some other college or university without graduating from it, a certificate of honorable dismissal from it.

## REQUIREMENTS FOR GRADUATION

Students regularly enrolled in the courses in Hotel Administration are candidates for the degree of bachelor of science.

The requirements are the completion of one hundred and twenty hours, required and elective, as set forth below; the completion, before the last term of residence, of sixty points of hotel-practice credit as defined on page 12; and the completion, during the first terms of residence, of the University requirement in military science and tactics (page 22).

The specifically required courses given in the statement of the curriculum by years on pages 10 and 11 account for eighty-three of the total of one hundred and twenty hours. From the list of "hotel" electives which follows some combination of courses whose credit totals at least eighteen hours is also to be taken. The remaining hours may be earned in courses chosen at will, with the approval of the adviser, from courses offered by any college of the University, provided only that the regular requirements for admission to the courses chosen are met.

A suggested program of courses arranged by years appears on pages 10 and 11.

### HOTEL ELECTIVES

	Credit in hours
Decoration and Furnishing ( <i>Household Art 35</i> ) . . . . .	2
Hotel Textiles ( <i>Textiles 51</i> ) . . . . .	2
Grading and Handling Vegetable Crops ( <i>Vegetable Crops 12</i> ) . . . . .	3
Hotel Stewarding ( <i>Food Preparation 118</i> ) . . . . .	1
Personnel Administration ( <i>Rural Education 119</i> ) . . . . .	3
Special Hotel Problems ( <i>Hotel Administration 153</i> ) . . . . .	2
General Hotel Lectures ( <i>Hotel Administration 155</i> ) . . . . .	1
Hotel Planning ( <i>Hotel Engineering 164</i> ) . . . . .	3
Hotel Maintenance ( <i>Hotel Engineering 166</i> ) . . . . .	1
Public Relations ( <i>Hotel Administration 178</i> ) . . . . .	1
Food Cost Accounting ( <i>Hotel Accounting 184</i> ) . . . . .	2
Hotel Accounting Problems ( <i>Hotel Accounting 185</i> ) . . . . .	2
Interpretation of Hotel Financial Statements ( <i>Hotel Accounting 186</i> ) . . . . .	2
Front Office Practice ( <i>Hotel Accounting 188</i> ) . . . . .	1
Problems in Hotel Analysis ( <i>Hotel Accounting 189</i> ) . . . . .	2 or 3



# THE HOTEL ADMINISTRATION CURRICULUM\*

(Grouped according to subject matter)

Accounting	{	†General Accounting (6) †Elementary Hotel Accounting (4) †Advanced Hotel Accounting (2) †Food Control and Cost Accounting (2) †Hotel Accounting Problems (2) †Interpretation of Hotel Financial Statements (2) †Problems in Hotel Analysis (2 or 3) Modern Economic Society (6) Money and Banking (3) Business Management (3) Commercial Geography (2)
Administrative Policies	{	†Hotel Operation (2) †Front Office Practice (1) †Special Hotel Problems (2) †Psychology (4) †Personnel Administration (3) †Law as Related to Innkeeping (3) Public Speaking (6) News Writing (3) †Public Relations (2) †Lectures by Visiting Hotel Men (1) Corporation and Investment Finance (3)
Engineering	{	†Mechanical Drawing (3) Introductory Physics (6) †Mechanism of Hotel Machines (4) †Hotel Power Plants (3) †Hotel Auxiliary Equipment (3) †Hotel Planning (3) †Hotel Maintenance (1)
Food Preparation	{	Meat and Meat Products (2) Chemistry of Food Products (2) Food and Sanitary Bacteriology (2) Human Physiology (3) †Food Preparation (3) †Advanced Food Preparation (3) †Hotel Cookery (3) †Catering (new) (2)
Food Purchasing	{	†Hotel Stewarding (1) †Food Selection (1) (Menu Planning) Grading and Handling Vegetable Crops (3) The Organized Exchanges and Speculation (3)
Housekeeping	{	†Hotel Textiles (2) †Hotel Decoration and Furnishing (2)
General	{	English Public Speaking French Biology Human Physiology Hygiene Elementary Chemistry Literature History Philosophy Government Economics Music

\*The numbers in parenthesis indicate the credit in semester hours. See pages 14 to 22 for detailed descriptions of courses.

†Specially arranged for Hotel Students.

# THE HOTEL ADMINISTRATION CURRICULUM†

(Grouped according to years)

## THE FRESHMAN YEAR

### SPECIFICALLY REQUIRED

Course	Credit in hours
Orientation (Including <i>Elementary Hotel Organization</i> ) . . . . .	1
Accounting ( <i>Hotel Accounting 81 and 82</i> ) . . . . .	6
Elementary Composition and Literature ( <i>English 1</i> ) . . . . .	6
Introductory Inorganic Chemistry ( <i>Chemistry 101 and 105</i> ) . . . . .	6
Elementary Chemistry of Food Products ( <i>Chemistry 830</i> ) . . . . .	2
Food Preparation ( <i>Food Preparation 15</i> ) . . . . .	3
Food Preparation ( <i>Food Preparation 17</i> ) . . . . .	3
Mechanical Drawing ( <i>Drawing 2</i> ) . . . . .	3
Hygiene . . . . .	2
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	32

### ADVISED ELECTIVES

*General Hotel Lectures ( <i>Hotel Administration 155</i> ) . . . . .	1
*Hotel Textiles ( <i>Textiles 51</i> ) . . . . .	2
General Biology ( <i>Biology 1</i> ) . . . . .	6
Introductory Experimental Physics ( <i>Physics 3 and 4</i> ) . . . . .	6
French according to preparation	

## THE SOPHOMORE YEAR

### SPECIFICALLY REQUIRED

Course	Credit in hours
Hotel Accounting ( <i>Hotel Accounting 181 and 182</i> ) . . . . .	4
Modern Economic Society ( <i>Economics 2a and 2b</i> ) . . . . .	6
Introductory Experimental Physics ( <i>Physics 3 and 4</i> ) . . . . .	6
Hotel Cookery ( <i>Food Preparation 115</i> ) . . . . .	3
Meat and Meat Products ( <i>Animal Husbandry 91</i> ) . . . . .	2
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	21

### ADVISED ELECTIVES

*General Hotel Lectures ( <i>Hotel Administration 155</i> ) . . . . .	1
*Decoration and Furnishing ( <i>Household Art 35</i> ) . . . . .	2
*Hotel Textiles ( <i>Textiles 51</i> ) . . . . .	2
*Grading and Handling Vegetable Crops ( <i>Vegetable Crops 12</i> ) . . . . .	3
*Hotel Maintenance ( <i>Hotel Engineering 166</i> ) . . . . .	1
Mechanism of Hotel Machines ( <i>Hotel Engineering 161</i> ) . . . . .	4
Public Speaking ( <i>Public Speaking 1</i> ) . . . . .	6
Journalism ( <i>Extension Teaching 15</i> ) . . . . .	3
Oral and Written Expression ( <i>Extension Teaching 101 and 102</i> ) . . . . .	4
Human Physiology ( <i>Physiology 303</i> ) . . . . .	3
General Biology ( <i>Biology 1</i> ) . . . . .	6
French according to preparation	

\*Hotel elective. Eighteen hours of courses so marked are to be taken.

†See pages 14 and 22 for a detailed description of courses.

## THE JUNIOR YEAR

### SPECIFICALLY REQUIRED

Course	Credit in hours
Hotel Operation ( <i>Hotel Administration 151</i> ) . . . . .	2
Mechanism of Hotel Machines ( <i>Hotel Engineering 161</i> ) . . . . .	4
Hotel Power Plants ( <i>Hotel Engineering 162</i> ) . . . . .	3
Advanced Hotel Accounting ( <i>Hotel Accounting 183</i> ) . . . . .	2
Psychology ( <i>Rural Education 114</i> ) . . . . .	4
Money and Banking ( <i>Economics 11</i> ) . . . . .	3
An elective course in economics (see note below). . . . .	3
An elective course in expression: . . . . .	3
Public Speaking ( <i>Public Speaking 1</i> )	
Journalism ( <i>Extension Teaching 15</i> )	
Oral and Written Expression ( <i>Extension Teaching 101 and 102</i> )	
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	24

### ADVISED ELECTIVES

*General Hotel Lectures ( <i>Hotel Administration 155</i> ) . . . . .	1
*Food Cost Accounting ( <i>Hotel Accounting 184</i> ) . . . . .	2
*Hotel Accounting Problems ( <i>Hotel Accounting 185</i> ) . . . . .	2
*Interpretation of Hotel Financial Statements ( <i>Hotel Accounting 186</i> ) . . . . .	2
*Front Office Practice ( <i>Hotel Accounting 188</i> ) . . . . .	1
*Hotel Stewarding ( <i>Food Preparation 118</i> ) . . . . .	1
*Personnel Administration ( <i>Rural Education 119</i> ) . . . . .	3
*Public Relations ( <i>Hotel Administration 178</i> ) . . . . .	1
Commercial Geography ( <i>Geology 206</i> ) . . . . .	2
See also those of the sophomore year.	

## THE SENIOR YEAR

### SPECIFICALLY REQUIRED

Course	Credit in hours
Hotel Auxiliary Equipment ( <i>Hotel Engineering 163</i> ) . . . . .	3
Law as Related to Innkeeping ( <i>Hotel Administration 171</i> ) . . . . .	3
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	6

### ADVISED ELECTIVES

*General Hotel Lectures ( <i>Hotel Administration 155</i> ) . . . . .	1
*Special Hotel Problems ( <i>Hotel Administration 153</i> ) . . . . .	2
*Hotel Planning ( <i>Hotel Engineering 164</i> ) . . . . .	3
*Problems in Hotel Analysis ( <i>Hotel Accounting 189</i> ) . . . . .	2 or 3
See also those of the sophomore and junior years.	

NOTE. A total of one hundred and twenty hours of credit is required, eighty-three of them specifically, as indicated above. Of the remainder, at least eighteen hours are to be from the "hotel" electives (marked with an asterisk).

The requirement in elective economics may be satisfied by any course in economics beyond Economics 11 or by Agricultural Economics 115.

## ADVANCED STANDING

With the approval of the Committee on Admission students may be admitted to the hotel course with advanced standing from other institutions of collegiate grade. To such students credit will ordinarily be given, against the specific degree requirements, for those courses for which substantially equivalent work has been done. For that portion of the student's work not applicable to the specific requirements, credit will ordinarily be given against the requirement of 120 hours. Credentials should be submitted to the Director of Admissions, Morrill Hall, Ithaca, New York, for adjustment of credits.

## COLLEGE GRADUATES

A number of college graduates looking forward to executive positions in the hotel field have found it possible to arrange attractive programs of study in the specific hotel courses. Such students enter as undergraduates with advanced standing, and their schedules are specially arranged to fit the individuals' preparation and aims. The amount of time necessary to meet the degree requirements varies with each student's previous study, but should ordinarily not exceed two years. College students planning to study hotel administration after graduation are advised to consult the division of hotel administration regarding their undergraduate programs.

## HOTEL-PRACTICE REQUIREMENT

To meet the hotel-practice requirement, each student must complete before the last term of residence three summer periods (or their equivalent) of supervised employment at approved jobs in approved hotels. For purposes of administration this requirement is also stated as "the completion, before the last term of residence, of at least sixty points of hotel-practice credit," where the "point" of credit is so defined that the normal summer's work of about ten weeks, with all the required\* notices, reports, and other supervision, will count for twenty points. For exceptionally good types of experience, good workmanship, and excellent reports, excess credit will be given; while for poor experience, poor workmanship, or poor or tardy reports, less than normal credit will be allowed. Not more than forty points of practice credit may be earned in any one hotel.

Credit for hotel experience is estimated on the basis of reports filed by the students and by the employers. A limited amount of credit (up to forty points) may be earned before entering college. Therefore, students who expect to be employed at hotel work before entering college (or before transferring to Cornell) and who wish to count that work against the hotel-practice requirement should apply before beginning work or as soon thereafter as possible to the Committee on Hotel-Practice for registration blanks and instruction sheets.

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\*As set forth in the Hotel-Practice Instruction Sheets supplied on request.

Each student enrolled in the hotel course is expected to spend his summer vacation periods at approved hotel work, and failure to do so without the express permission of the Hotel-Practice Committee renders him liable to dismissal or discipline. Plans for the summer should be made definite only after a study of the Hotel-Practice Instruction Sheets and consultation with the Chairman of the Committee. Formal application for credit must be filed on or before the first day of classes following the completion of the period of experience.

Since hotel experience is a prerequisite for most of the special hotel courses, it is distinctly to the student's advantage to meet the hotel-practice requirement early in his career.

While the supervised practice is an essential part of the student's program, the College does not guarantee summer positions. Through the courtesy of the American Hotel Association of the United States and Canada, however, a limited number of desirable openings are available for students of high promise. Other students are assisted in finding work, and, ordinarily, men or women of reasonable ability should have no difficulty in making arrangements.

To illustrate the type of experience for which credit is given, a few of the jobs held previously by Cornell hotel students are listed:

Information Clerk, Hotel Cleveland, Cleveland, Ohio.  
 Storekeeper, Hotel Statler, Boston, Massachusetts.  
 Storeroom Boy, Alexandria Hotel, Los Angeles, California.  
 Bellman, Hotel College Arms, Deland, Florida.  
 Assistant Storekeeper, Mark Twain Hotel, Elmira, New York.  
 Storeroom Man, Hotel Statler, Buffalo, New York.  
 Night Clerk, The Lexington, New York City.  
 Storeroom Clerk, Nelson House, Poughkeepsie, New York.  
 Assistant Steward, Davenport Hotel, Spokane, Washington.  
 Key and Mail Clerk, Fort Pitt Hotel, Pittsburgh, Pennsylvania.  
 Gardemanger, Delmonico Hotel, New York City.  
 Storeroom Man, Hotel Schraeder, Milwaukee, Wisconsin.  
 Clerk and Night Auditor, Governor Clinton Hotel, Kingston, New York.  
 Night Clerk, Ithaca Hotel, Ithaca, New York.  
 Assistant Room Clerk, Hotel St. George, New York City.  
 Clerk, The Portland, Washington, D. C.  
 Food Checker, Nicollet Hotel, Minneapolis, Minnesota.  
 Chef, Dorset Inn, Dorset, Vermont.  
 Bill Clerk, Hotel Wellington, New York City.  
 Assistant Clerk, Heaume Hotel, Springfield, Massachusetts.  
 Chief Clerk, Hotel Rudolf, Valley City, North Dakota.  
 Pantry Man, The Monterey, Asbury Park, New Jersey.  
 Night Clerk, Hotel Gould, Seneca Falls, New York.  
 Assistant Steward, Haddon Hall, Atlantic City, New Jersey.  
 Elevator Operator, The Lexington, New York City.  
 Bellman, Oaks Hotel, Daytona Beach, Florida.  
 Room Clerk, Hotel Thedford, Asbury Park, New Jersey.  
 Clerk, Hotel Buffalo, Buffalo, New York.  
 Clerk, Brown Palace Hotel, Denver, Colorado.  
 Storeroom Man, Commodore Hotel, New York City.  
 Information Clerk, St. George Hotel, Brooklyn, New York.  
 Night Auditor, Van Curler Hotel, Schenectady, New York.  
 Room Clerk, Arlington Hotel, Binghamton, New York.

Bellman, Niagara Hotel, Niagara Falls, New York.  
Head Pantry Man, Copley-Plaza Hotel, Boston, Massachusetts.  
Food Checker, Castleton Hotel, New Castle, Pennsylvania.  
Steward, Russell-Lamson, Waterloo, Iowa.  
Cook, Hotel Statler, St. Louis, Missouri.  
Assistant Steward, Hotel Statler, Boston, Massachusetts.  
Bell Captain, Copley-Plaza Hotel, Boston, Massachusetts.  
Clerk, Kegansa Hotel, Stoughton, Wisconsin.  
Relief Manager, Rogers Hotel, Bloomington, Indiana.  
Storeroom Man, Hotel Statler, Buffalo, New York.  
Key Clerk, Brown Palace Hotel, Denver, Colorado.  
Bellman, Hotel Bond, Hartford, Connecticut.  
Cafeteria, Hotel Statler, Buffalo, New York.  
Record Clerk, Hotel Buffalo, Buffalo, New York.  
Storeroom Helper, Claypool Hotel, Indianapolis, Indiana.  
Night Clerk, White Inn, Fredonia, New York.  
Cook's Helper, Savarin, Pennsylvania Station, New York City.  
Coffeeman, Bond Hotel, Hartford, Connecticut.  
Front Office Clerk, Brown Palace Hotel, Denver, Colorado.  
Cashier, Niagara Hotel, Niagara Falls, New York.  
Room Clerk, Hotel Paso Del Norte, El Paso, Texas.  
Receiving Clerk, Baron Steuben Hotel, Corning, New York.

# DESCRIPTION OF COURSES\*

## AGRICULTURAL ECONOMICS

**111. Agricultural Statistics.** First term. Credit three hours. Open to juniors, seniors, and graduate students. Lecture, M 8. East Roberts 222 B. Laboratory, M 1.40-4. Farm Management Building 102. Professor PEARSON and Mr. GANS.

A study of the principles involved in the collection, tabulation, and interpretation of agricultural and marketing statistics. Analysis of statistical problems with an 80-column tabulating machine. This course is designed primarily for students who expect to pursue commercial work. Fee for materials furnished, \$3.

**112. Agricultural Statistics, Advanced Course.** Second term. Credit three hours. Prerequisite, course 111. Lecture, M 8. East Roberts 222 B. Laboratory, M 1.40-4. Farm Management Building 102. Professor PEARSON and Mr. GANS.

A study of the application of probable error, sampling, gross, partial, and multiple correlation, curve fitting to problems in this field. Methods of using 80-column tabulating equipment for multiple-correlation analysis.

This course is a continuation of course 111 and is intended primarily for students who expect to do research work. Fee for materials furnished, \$3.

**115. Agricultural Prices.** Second term. Credit three hours. Open to juniors, seniors, and graduate students. Lectures, T Th 8. Laboratory, W 1.40-4. Farm Management Building 102. Professor PEARSON and Mr. GANS.

A study of prices of farm products in relation to agricultural and industrial conditions. Fee for materials furnished, \$3.

## ANIMAL HUSBANDRY

**91. Meat and Meat Products.** First or second term. Open to students of hotel administration only. Credit two hours. Required. Registration limited to thirty students. Laboratory assignments must be made at the time of registration. Lecture, M 8. Laboratory period, M T or F 1.40-4. Laboratory sections limited to ten students. Animal Husbandry Building B and Meat Laboratory. One required trip to Buffalo and vicinity. Mr. SCHUTT.

A course in wholesale and retail buying, cutting, curing, and preparation of meats. Laboratory fee, \$2.

## BIOLOGY

**1. General Biology.** Throughout the year. Credit three hours a term. Advised. First term prerequisite to the second. Not open to students who have had college courses in zoology and botany. Lectures, M W 9 or 11. Plant Science 233. One practice period a week. Students must report at the biology laboratory, Roberts 302, for assignment to laboratory sections at the time of registration. Professor CLAASSEN, Mr. WOODRUFF, and assistants.

An elementary course designed to acquaint the general student with the main ideas of biology through selected practical studies of the phenomena on which biological principles are based. Laboratory fee, \$3.50 a term.

## CHEMISTRY

**101. Introductory Inorganic Chemistry.** First or second term. Credit three hours. Required. Lectures, two sections, M W F or T Th S 11. Baker, Main Lecture Room. Professor BROWNE and Assistant Professor LAUBENGAYER.

**105. Introductory Inorganic Chemistry.** First or second term. Credit three hours. Required. Recitation, one hour a week, to be arranged. Laboratory sections: M F 1.40-4, T Th 1.40-4, W 1.40-4, S 8-10.20. Baker 150. Professor BROWNE, Assistant Professor LAUBENGAYER, and assistants.

Chemistry 101 and 105 must be taken simultaneously.

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\*This list includes only those courses that are specifically required, are counted as "hotel" electives, or are strongly advised. For full information regarding all the offerings of the University open to hotel students, reference should be made to the announcements of the other colleges.

**830. Elementary Chemistry of Food Products.** Second term. Credit two hours. Required. Prerequisite, Chemistry 101. W F 10. Baker 377. Professor CAVANAUGH.

Lectures. The chemical composition, physical and physiological properties, sources, and methods of manufacture of the principal food products.

## DRAWING

**2. Mechanical Drawing.** First or second term. Credit three hours. Open only to students in hotel administration and required of them. Lectures during laboratory periods. Laboratory, T 1.40-4 and S 8-10.20. Additional practice periods to be arranged to suit the schedule of the student. Dairy Building, fourth floor. Work will begin with the first laboratory period. Students must apply at the time of registration regarding materials required and assignment to laboratory sections. Assistant Professor REYNA.

A course including a study of architect's plans and elevations of hotels and other institutions and the layouts of machinery in such buildings. Laboratory fee, \$2.

## ECONOMICS

**1. Modern Economic Society.** First or second term. Credit five hours. Required. Daily except S 8 9 10 11 12. Professor ENGLISH and Assistant Professor O'LEARY.

In the first term the enrollment will be limited. Students should register, if possible, on the first day of registration. Assignment to sections will be made on registration days at Goldwin Smith 260.

A survey of the existing economic order, its more salient and basic characteristics, and its operation.

**2a. Modern Economic Society.** First term. Credit three hours. M W F 8 9 11 or T Th S 8 9 11. Professor ENGLISH and Assistant Professor O'LEARY.

Courses 2a and 2b have the same content as course 1 and may be substituted for it. Enrollment will be limited and students should register, if possible, on the first day of registration. Assignment to sections will be made on registration days in Goldwin Smith 260.

**2b. Modern Economic Society.** Second term. Credit three hours. Prerequisite, course 2a. M W F 8 9 11 or T Th S 8 9 11. Professor ENGLISH and Assistant Professor O'LEARY.

**11. Money and Banking.** Repeated in second term. Credit three hours. Prerequisite, Economics 1 or its equivalent. Required. M W F 10. Goldwin Smith 142. Professor REED.

A study of the history and the theory of money and banking.

Enrollment limited to seventy-five students.

**12. Financial History of the United States.** Second term. Credit three hours. Prerequisite, Economics 11. T Th S 10. Goldwin Smith 256. Assistant Professor O'LEARY.

A survey of developing financial institutions, problems, and legislation from 1700 to 1900. Monetary, banking, and public finance problems will be dealt with against the changing background of American economic organization.

**13. Corporation and Investment Finance.** First term. Credit three hours. Prerequisite, Economics 11 and 21a. Advised. M W F 9. Goldwin Smith 142. Assistant Professor O'LEARY.

A study of the financial problems of the business corporation from the points of view of the management, of the investor, and of the public.

**31. Transportation and Communication.** First term. Credit three hours. Open to upperclassmen who have credit for Economics 21a. T Th S 9. Goldwin Smith 256. Assistant Professor O'LEARY.

Public policy in methods of organization and administration of transportation.



## ENGLISH

**1. English.** Throughout the year. Credit three hours a term. Required. Students who have not taken the course in the first term may enter in the second term in sections provided for them. Open only to underclassmen who have satisfied the entrance requirement in English. Sections at the following hours: M W F 8 9 10 11 12 or T Th S 8 9 11 12. Rooms to be announced. Messrs. BALDWIN, MULLER, HARRIS, J. C. ADAMS, WENTWORTH, and TENNEY.

A study of composition in connection with the reading of representative works in English literature.

Students who elect English 1 must apply at Roberts 292 on Monday, Tuesday, or Wednesday of registration week for assignment to sections. Registration in the course is in charge of Mr. BALDWIN.

## EXTENSION TEACHING

**15. Journalism.** First term. Credit three hours. Open only to those who have passed the required hours in English with an average grade of C or better. Accepted for required expression. T Th S 10. Fernow 210. Professor BRISTOW ADAMS.

**101. Oral and Written Expression.\*** First term. Credit two hours. Open to juniors and seniors, and to others by arrangement. Accepted for required expression. The number in each section is limited. Students should consult Assistant Professor PEABODY for assignment to sections. Lectures and practice, M F 11, W F 10, or T Th 11, Roberts 131; T Th 10, Roberts 292. Criticism, by appointment, daily, 8-1. Professors EVERETT and WHEELER and Assistant Professor PEABODY.

Practice in oral and written presentation of topics, with criticism and individual appointments on the technic of public speech. Designed to encourage interest in public affairs, and, through demonstrations and the use of graphic material and other forms, to train for effective self-expression in public.

**102. Oral and Written Expression.** Second term. Credit two hours. Prerequisite, course 101, of which course 102 is a continuation. Part of the work of course 102 is a study of parliamentary practice. Accepted for required expression. Lectures and practice, W F 10, T Th 9, T Th 10, or M F 11. Roberts 131. Criticism, by appointment, daily, 8-1. Professors EVERETT and WHEELER and Assistant Professor PEABODY.

## FOOD PREPARATION

[**15. Food Preparation.** First or second term. Credit three hours.] Not given in 1931-32.

This course acquaints the student with the underlying principles of the various ways of cooking typical foods. Detailed attention is given to manipulation and to economy in the use of time and of materials. Standards in preparation and serving are emphasized. Laboratory fee, \$15.

**17. Food Preparation, Advanced Course.** First or second term. Credit three hours. Prerequisite, Food Preparation 15 or its equivalent. Required. Lecture, M 12. First term, Home Economics 245; second term, Home Economics 100. Practice, T Th 8-10.20, T Th 10.30-12.50. Home Economics 205. Assistant Professor BOYS.

This course gives the student a more extensive knowledge of the preparation of foods. Attention is given particularly to those foods usually served in hotels and in high-class restaurants. Laboratory fee, \$18.

[**18. Food Selection: Dietetics, Elementary Course.** First or second term. Credit one hour. Miss ———.] Not given in 1931-32.

**115. Hotel Cookery.** First or second term. Credit three hours. Registration limited to fourteen students. Prerequisite, Food Preparation 17. Required. Practice, T Th 8-12. Cafeteria. Mrs. MERRELL.

\*See also Public Speaking.

Laboratories consist of actual large-quantity cooking in the cafeteria kitchen, the preparation, on a commercial basis, of meals for several hundred patrons. They are supplemented by discussion and explanation periods to provide an opportunity to review principles and discuss procedures. Laboratory fee, \$15.

**118. Hotel Stewarding.** First term. Credit one hour. Hotel elective. Open to juniors and seniors. Mr. KIEF.

### FRENCH

**1. Elementary Course.** Throughout the year. Credit six hours on completion of the course; upperclassmen, four hours. Advised. M W F 12 or T Th S 8.

The course is continuous throughout the year, and no credit is allowed for the first term alone. Students with first-year entrance French should enter the course the second term.

**3. Intermediate Course.** First term. Credit six hours; upperclassmen, four hours. Prerequisite, French 1 or second-year entrance French. Daily, 8 9 11.

**6. Freshman French: Reading and Composition.** Throughout the year. Credit six hours on completion of course. Prerequisite, French 3 or third-year entrance French. M W F 8 9 10 12 or T Th S 10 11.

### GEOLOGY

**206. Commercial Geography.** First term. Credit two hours. Prerequisite, Economics 1. Advised. Professor VON ENGELN. Lectures, T Th 11. McGraw, Geology Lecture Room. Lectures, reading, and term report.

The geographic factors affecting production and distribution of commodities, historically and in modern times. Natural geographic regions in relation to their past and prospective exploitation. Nature of city sites, and factors in city growth and organization. Other topics of similar kind.

### HOTEL ACCOUNTING

**81. Accounting.** First term. Credit three hours. Required. Lecture, M 9. Roberts 392. Laboratory, W F 8-10.20, or W F 10.30-12.50. Dairy Building 412. Messrs. COURTNEY and OLSEN.

The fundamental principles of accounting; the balance sheet, the profit and loss statement, the books necessary to maintain a system of accounting; specialized journals. Adjusting and closing a set of books.

**82. Accounting.** Second term. Credit three hours. Prerequisite, Hotel Accounting 81. Required. Lecture, M 10. Roberts 392. Laboratory, T Th 8-10.20 or 10.30-12.50. Dairy Building 412. Messrs. COURTNEY and OLSEN.

A continuation of Hotel Accounting 81, concerning itself with partnership, corporation, control, accounts, purchasing, and stock control. Balance sheet valuation with a view to correlating the underlying principles of the accepted procedure of general accounting with the specialized applications to the hotel field discussed later in Hotel Accounting 181 and 182.

**85. Tea Room and Cafeteria Accounting.** Second term. Credit one hour. Limited to sixteen students. For institution-management students only. Not open to those who have credit in general accounting courses. Practice, M 8-10.20. Dairy Building 412. Messrs. COURTNEY and OLSEN.

An elementary course in simple accounting using as illustrative material the accounting records of the cafeteria and the tea room. Cash and credit transactions, check-book and deposit records, journal and ledger entries. Trial balances, profit and loss statements, and balance sheets.

**181. Hotel Accounting.** First term. Credit two hours. Prerequisite, Hotel Accounting 81 and 82 and hotel experience. Required. Lecture, M 10. Roberts 392. Laboratory, M or F 1.40-4. Dairy Building 412. Messrs. COURTNEY and OLSEN.

Hotel accounting and control of income. Special methods for controlling room and food income. Relation of accounting procedure to front-office practice. The

specialized journals used in hotels. The transcript, the controller's report, the summary entries at the end of the month, the adjusting and closing entries, and the final closing of the books.

**182. Hotel Accounting.** Second term. Credit two hours. Prerequisite, Hotel Accounting 181 and ten points of hotel-practice credit. Required. Lecture, M 9. Roberts 392. Laboratory, M or F 1.40-4. Dairy 412. Messrs. COURTNEY and OLSEN.

A continuation of Hotel Accounting 181. Preparation of profit and loss statement and balance sheets with supporting schedules. The Uniform System of Accounts for Hotels as recommended by the American Hotel Association. Classification of expenses. Special forms of the general ledger. The columnar income and expense ledger. The six-column journal. The closing of the books and the preparation of the monthly and annual statements. Profit and loss adjustments.

**183. Hotel Accounting, Advanced.** First term. Credit two hours. Prerequisite, Hotel Accounting 182. Required. Lecture, M 11. East Roberts 232. Laboratory, T or Th 1.40-4. Dairy Building 412. Messrs. COURTNEY and OLSEN.

Preparation of the income-tax return. Petty cash. Receiving and purchase record. The payroll. The work-sheet and adjustments. Asset accounts. Liability accounts. Depreciation rates. Depreciation by revaluation as applied to china, glassware, silver, and linen. Amortization of bond discount. Earned surplus and capital surplus. Dividends. Balance-sheet audit. Detail audit. Internal control.

**184. Hotel Accounting, Advanced.** Second term. Credit two hours. Prerequisite, Hotel Accounting 183 and thirty points of hotel-practice credit. Hotel elective. Lecture, M 11. Roberts 392. Laboratory, T or Th 1.40-4. Dairy Building 412. Messrs. COURTNEY and OLSEN.

Principles of food control, cost analysis, sales analysis, adjustments to inventory. Daily report and summary to date. Special item controls. Food revenue control. Preparation of monthly food reports. Interpretation of food reports. Preparation of food-control report for a typical month from actual figures, daily figures of a moderate-sized hotel.

**185. Hotel Accounting Problems.** Second term. Credit two hours. Prerequisite, Hotel Accounting 183 and forty points of hotel-practice credit. Hotel elective. W 9-12. Dairy Building 412. Assistant Professor TOTH and Mr. COURTNEY.

Incorporating the hotel owning and operating companies. Financing bond issues and discounts. Accounting provisions in hotel leases and management contracts. Installation of hotel accounting systems.

**186. Interpretation of Hotel Financial Statements.** Second term. Credit two hours. Prerequisite, Hotel Accounting 183 and forty points of hotel-practice credit. Hotel elective. W 1.40-4. Dairy Building 412. Assistant Professor TOTH and Mr. COURTNEY.

Study and discussion of hotel balance sheets and profit and loss statements. Typical balance sheet and operating ratios of representative hotels.

**188. Front Office Practice.** Second term. Credit one hour. Open to juniors and seniors, and to lower classmen by permission. M 1.40-4. Caldwell 100. Mr. \_\_\_\_\_.

**189. Problems in Hotel Analysis.** First or second term. Credit two or three hours, depending on work done. Registration limited. Permission to register required. Hotel elective. Seminar course for graduate students or seniors in Hotel Administration. Dairy Building 412. Mr. COURTNEY.

Application of statistical methods to problems in hotel analysis. Each student will solve one or more problems.

## HOTEL ADMINISTRATION

**151. Hotel Operation.** First term. Credit two hours. Prerequisite, Economics I, Hotel Accounting 82, and thirty points of hotel-practice credit. Required. W F 10. Caldwell 143. Professor MEEK.

**153. Special Hotel Problems.** Second term. Credit two hours. Prerequisite, Hotel Administration 151 and sixty points of hotel-practice credit. Open to a limited number of seniors in hotel administration. Hotel elective. Those wishing to register should consult the instructor during the preceding semester to obtain permission to enroll and to confer regarding problems chosen for special study. Hours to be arranged. Professor MEEK.

A seminar course devoted to the study of special problems arising in the management of hotels.

**155. Lectures on Hotel Management.** Second term. Credit one hour. Open to all classes. May be taken for credit every year. Hotel elective. A series of lectures given by non-resident speakers prominent in the hotel and allied fields. F 2-4. Caldwell 100. Under the direction of Professor MEEK.

**171. Law as Related to Innkeeping.** Second term. Credit three hours. Required. Open to juniors and seniors. M W F 8. Roberts 392. Mr. Treman. An elementary course on law with special reference to the problems of the hotel man.

**178. Hotel Public Relations.** Second term. Credit one hour. Hotel elective. Mr. ———.

### HOTEL ENGINEERING

**161. Mechanism of Hotel Machines.** First or second term. Credit four hours. Prerequisite, Drawing 2, Physics 3 and 4, and hotel experience. Required. Lectures: first term, M W F 9; second term, M W F 10. East Roberts 222B. Laboratory section to be assigned at the time of registration, M T W Th or F 1.40-4. East Roberts 1. Professor RANDOLPH and Mr. SAYLES.

A study of the elements of machines as employed in the mechanical equipment of hotels: kitchen and laundry machinery, vacuum cleaners, the machine and repair shop, communication systems, plumbing, illumination, and fire protection. A study of graphical representation is included. Laboratory fee, \$5.

**162. Hotel Power Plants.** Second term.\* Credit three hours. Prerequisite, course 161 and thirty points of hotel-practice credit. Required. Lectures, W F 11. East Roberts 222B. Laboratory, to be assigned at time of registration. T W Th or F 1.40-4, or S 9-11.20. East Roberts 2. Professor RANDOLPH and Mr. SAYLES.

Representative types of steam boilers and their auxiliaries; properties of steam, fuels, combustion, firing methods, feed-water purification, and boiler testing; various types of steam engines; lubrication; pumps and their applications; testing of apparatus. Laboratory fee, \$5.

**163. Hotel Auxiliary Equipment.** First term. Credit three hours. Prerequisite, course 162. Required. Lectures and recitations, W F 11. East Roberts 222B. Laboratory, section to be assigned at time of registration, W Th F 1.40-4, T S 9-11.20. East Roberts 2. Professor RANDOLPH and Mr. SAYLES.

Heating and ventilation; mechanical refrigeration systems; electrical machinery; elevators. Laboratory fee, \$5.

**164. Hotel Planning.** Second term. Credit three hours. Open to a limited number of seniors with the consent of the instructor. To be taken with or following course 163. Hotel elective. Hours to be arranged. Professor RANDOLPH.

Typical procedure in building construction. Planning the layout for a proposed hotel, emphasizing floor plans and the selection and arrangement of the engineering equipment in the various departments. The use of metering devices in promoting efficient operation. Materials fee, \$2.

**166. Hotel Maintenance.** First term. Credit one hour. Prerequisite, Mechanical Drawing 2 and ten points of hotel-practice credit. Hotel elective. Lecture, Th 9. East Roberts 222. Mr. SAYLES.

Materials and methods of building construction. Specification and repair of furniture. The usual methods employed by the trades in the alteration of hotel structures.

\*Will be given first and second terms in 1932-33.

## HOUSEHOLD ART

**35. Hotel Decoration and Furnishing.** Second term. Credit two hours. Open to students registering in hotel administration. Hotel elective. Should be taken in the junior year. Limited to twenty students. Lecture, Th 12. Home Economics 400. Practice, Th 1.40-4. Home Economics 415. Professor MORIN and Mrs. SCIDMORE.

A course dealing with the essentials of decoration and furnishing applied to problems in the hotel industry. In connection with this course a trip to Syracuse or other near-by cities is required of every member of the class. Laboratory fee, \$5.

## HYGIENE

**1. Hygiene.** First term. Credit one hour. Required. One lecture recitation each week with preliminary examination and final. The use of a textbook is required.

Sections for men: M 9 10 11 12, T 9 11 12, W 8 9 10 11 12, Th 8 9 11 12, F 8 11, S 8 9 10 12. Professor SMILEY.

Sections for women: M 8; T 8 10; W 2; Th 10 2; F 9 2; S 11. Assistant Professor EVANS.

Students must report for registration and assignment to sections, the men at the Old Armory, the women at Sage Gymnasium.

**2. Hygiene.** Second term. Credit one hour. Required. One lecture recitation each week with preliminary examination and final. The use of a textbook is required.

Sections for men: M 9 10 11 12; T 9 11 12; W 8 9 11 12; Th 9 11 12; F 8 11 12; S 8 9 10 12. Professor SMILEY.

Sections for women: M 8; T 8 10; W 2; Th 10 2; F 9 2; S 11. Assistant Professor EVANS.

Students must report for registration and assignment to sections, the men at the Old Armory, the women at Sage Gymnasium.

## PHYSICS

**3. Introductory Experimental Physics.** First term. Credit three hours. Required. Mechanics, sound, and light. To meet the differing needs of students electing this course, two plans of work will be offered.

First plan. No previous study of the subject assumed. Two demonstration lectures, W F 9 or 11. Rockefeller A. Laboratory, one two-hour period a week, to be arranged. Rockefeller 220.

Second plan. Previous study of the subject in high school assumed. One demonstration lecture, M 9 or 11. Two recitations, W F 9 or 11. Laboratory, as in first plan.

Lectures by Assistant Professor Howe. Laboratory and recitations. Messrs. HAZLEWOOD, MANN, MESCHTER, MOREY, RUEDY, SCHOEPFLE, SIMPSON, SOUTH-WORTH, THEN, TRAWICK, and WILBER.

**4. Introductory Experimental Physics.** Second term. Credit three hours. Required. Electricity and heat. A continuation of course 3. May be taken before course 3. Lectures, first plan, Professor MERRITT; lecture, second plan, Assistant Professor Howe. Laboratory and recitations, staff as in Course 3.

## PUBLIC SPEAKING\*

**1. Public Speaking.** Throughout the year. Credit three hours a term. Not open to freshmen. Accepted for required expression. Assistant Professors MUCHMORE, WAGNER, and THOMAS, and Mr. SCANLON. First term: M W F 9 10 11 12 or T Th S 9 10 11. Second term: M W F 9 10 11 12 or T Th S 9 10. Rooms to be announced.

\*See also Extension Teaching.

## RURAL EDUCATION

**114. Psychology for Students of Hotel Administration.** First term. Credit four hours. Open to juniors and seniors. Required. Lectures, M W F 8. East Roberts 222A. Laboratory, W 1.40-4. Stone 309. Assistant Professor WINSOR.

A general study of the methods of psychology; intelligence; memory; learning; heredity and environment; feeling and emotion; sensation; observation; thinking; imagination; and personality.

**119. Personnel Administration.** Second term. Credit three hours. Open to seniors. Prerequisite, Rural Education 114 or its equivalent and thirty points of hotel-practice credit. Hotel elective. M W F 9. Stone 203. Assistant Professor WINSOR.

A study of the worker in relation to his work. Discussion of technics developed for obtaining, hiring, and training employees. The use of general and special ability tests. A study of the organization charts of typical hotels, showing the relationships existing between the various departments, with particular emphasis upon the problems of personnel administration.

## TEXTILES

**51. Hotel Textiles.** First or second term. Credit two hours. Prerequisite, hotel experience. First term: Lecture, T 8. Home Economics 310. Practice, Th 2-4. Home Economics 310. Second term: Lecture, W 8. Home Economics 310. Practice, F 2-4. Home Economics 305. Professor BLACKMORE.

This course includes a study of fabrics used in hotels, their selection, use, and distribution. Estimated cost of materials, \$3. Laboratory fee, \$5.

## VEGETABLE CROPS

**12. Grading and Handling Vegetable Crops.** First term. Credit three hours. Laboratory assignment must be made at the time of registration. Lectures, T Th 10. East Roberts 222A. Laboratory, T or Th 1.40-4. East Roberts. Professor WORK.

Geography of vegetable production and distribution, factors of environment, culture, and handling as affecting quality, condition, and marketing of vegetable crops. Harvesting, grades and grading, packing, shipping-point and terminal-market inspection, transportation, refrigeration, and storage are discussed with reference to the various crops. A two-day trip is required; approximate cost, \$10. Laboratory fee, \$2.

## UNIVERSITY REQUIREMENTS IN MILITARY SCIENCE AND TACTICS AND PHYSICAL TRAINING

All undergraduates must submit to a physical examination each year in the University Medical Adviser's office. Appointment for this examination must be made during the regular registration days by all new students and sophomores in the first term and by all juniors and seniors in the second term.

## Military Science and Tactics.

**1. Practical and Theoretical Training.** Throughout the year. Every able-bodied male student (unless an alien) a candidate for a baccalaureate degree, who is required to take five, six, seven, eight, or more terms in residence or the equivalent in scholastic hours must take, in addition to the scholastic requirements for the degree, one, two, three, or four terms, respectively, in the Department of Military Science and Tactics. Three hours a week, M T W or Th 1.40-4. p. m. New York State Drill Hall.

The requirements in military science and tactics must be completed in the first terms of residence; otherwise the student will not be permitted to register again in the University without the consent of the University Faculty.

### Physical Training

1. **Physical Training for Men Excused from Drill (Freshmen).** Throughout the year, three periods a week. Class and squad work and selected forms of exercise. Mr. O'CONNELL and assistants.

2. **Physical Training for Men Excused from Drill (Sophomores).** Throughout the year, three periods a week. Class and squad work and selected forms of exercise. Mr. O'CONNELL and assistants.

3. **Physical Training for Men (Juniors and Seniors).** Building-up and corrective exercises, as prescribed by the medical examiners as a result of the physical examination required of all students in the University. Mr. CHAMBERLAIN.

## EXPENSES

A detailed statement regarding fees and expenses will be found in the *General Information Number*, which will be sent to all applicants. The chief items are briefly referred to here.

The charge for tuition is \$400,\* payable in installments of \$220 at the beginning of the first term and \$180 at the beginning of the second term; but a student enrolled only for the second term of the academic year is required to pay tuition at the rate of the first term. The installment for any term becomes a liability at once when the student registers.

A matriculation fee of \$10 is required of every student upon entrance into the University.

A graduation fee of \$10 is payable by candidates for the degree of bachelor of science at least ten days before the degree is conferred.

All students pay an infirmary fee of \$5 at the beginning of each term, and all men students are charged a physical recreation fee of \$2 a term.

A Willard Straight Hall membership fee of \$5 a term is required, at the beginning of each term, of every student. Its payment entitles the student to a share in the common privileges afforded by the operation of Willard Straight Hall, subject to regulations approved by the Board of Managers of the Hall.

Laboratory fees to cover the cost of materials vary with the subjects taken. They may average \$25 a term, more in the earlier and less in the later terms.

## SCHOLARSHIPS

The following scholarships are available for students in Hotel Administration. They will be awarded on application to students in need of financial aid, and who in respect of superior character, interest, and scholarship, give evidence of being worthy recipients.

Applications for scholarships are to be filed at the office of the Director of Resident Instruction before April 15 of the preceding year on blanks available at the office.

*The Horwath and Horwath Scholarship*, founded by the accounting firm of Horwath and Horwath of New York City, entitles the holder to \$200 for the year, payable in two installments, and recognizes particularly scholarship in the field of accounting.

*The International Stewards Association Scholarships*, established by the International Stewards Association, entitles the holders to \$100 each year, payable in two installments, and is renewable at the option of the Faculty. In the award of this scholarship preference will be given, where equitable, to members or children of members of the Association.

\*Any tuition or other fee may be changed by the Board of Trustees to take effect at any time without previous notice.



*The Savarins Scholarship*, established in 1927 by The Savarins Incorporated, L. M. Boomer, President, entitles the holder to \$200 for the year, payable in two installments, and recognizes particularly scholarship in subjects related to the restaurant department.

*The Edward M. Tierney Memorial Scholarship*, established by E. M. Tierney, Arlington Hotel, Binghamton, in memory of his father, a former president of the American Hotel Association, entitles the holder to \$300 for the year.

*The Harry Latz Service Fellowship*, established by the Harry Latz Service, Incorporated, provides the sum of \$400 for the aid of the study of the travel objectives of hotel guests.

## LOANS

The Cornell Society of Hotel Men, the organization of the graduates of Hotel Administration, has a small fund which is used to aid worthy students of Hotel Administration who are in need of temporary financial assistance. Application may be made through the Secretary of the Society, Mr. John Courtney, Dairy Building 412.

## PRIZES

*The W. I. Hamilton Essay Prize* was established by the author of *Hotel Service* from the royalties of that series of manuals to provide a cash prize of \$50 for the best essay relating to labor and personnel problems in hotels.

## NEW YORK TRIP

Each year a trip to New York City is organized to attend the convention of the New York State Hotel Association, to visit the National Hotel Exposition, and to make a tour of metropolitan hotels. The necessary expenses in connection with the trip amount to about \$50. As the number that can be taken is limited, the party is chosen by the Faculty from upper-class students in good standing.

## PLACEMENT SERVICE

In cooperation with the Cornell Society of Hotel Men the office of the hotel course maintains a placement service to assist students in obtaining hotel jobs during the vacation periods; and to assist graduates in making contacts for permanent positions. Interested employers should address Professor H. B. Meek, Cornell University, Ithaca, New York. No charge is made for the service. The positions held by recent graduates (1925, 1926, 1927, 1928, and 1929) are listed below to indicate the type of work they are prepared to do.

## POSITIONS HELD BY ALUMNI

- Allio, S. W., jr., Reception Manager, The Lexington, New York City.  
 Allison, N. T., Manager, Stouffer Pittsburgh Lunch Incorporated, Pittsburgh, Pennsylvania.  
 Angevine, D. C., Assistant Steward, Hotel Statler, Boston, Massachusetts.  
 Baker, K. W., Manager, The Woodrow Wilson, New Brunswick, New Jersey.  
 Binns, J. P., Assistant Manager, Hotel Claridge, Atlantic City, New Jersey.  
 Bissell, N. F., New York Life Insurance Company, Boston, Massachusetts.  
 Boggs, R. H., Manager, Hotel Kennewood, Elizabethtown, Pennsylvania.  
 Bovard, W. T., Manager, Eseeola Inn, Linville, North Carolina.  
 Bowdish, A. C., Assistant Manager, Stouffer Restaurant, Philadelphia, Pennsylvania.  
 Bright, T. M., Treasurer, The Florex Gardens, North Wales, Pennsylvania.  
 Buddenhagen, A. E., Resident Auditor, The Lycoming, Williamsport, Pennsylvania.  
 Cladel, C. E., Accountant, Haskins and Sells, New York City.  
 Claycomb, R. O., Assistant Manager and Auditor, Penn-Alto Hotel, Altoona, Pennsylvania.  
 Clement, C. A., Manager of Restaurant, Chalfonte-Haddon Hall, Atlantic City, New Jersey.  
 Copp, B. F., Purchasing Agent, Stouffer Restaurant, Philadelphia, Pennsylvania.  
 Courtney, John, Instructor in Hotel Accounting, Cornell University, Ithaca, New York.  
 Crandall, J. M., Assistant Manager, The Lexington, New York City.  
 Davis, N. M., Chainway Stores, W. Toronto, Ontario.  
 Dayton, H. L., Operator, Algonquin Hotel, Bolton Landing, Lake George, New York.  
 Deveau, T. C., Promotion Manager, Knickerbocker Hotel, New York City.  
 Dockery, J. M., Insurance and Real Estate, Waco, Texas.  
 Drake, K. H., Manager, Park Hotel, Lockport, New York.  
 Dunlap, A. W., Supervisor of Operators' Quarters, New Jersey Bell Telephone Company, Newark, New Jersey.  
 Evans, R. G., Room Clerk, The Seneca, Geneva, New York.  
 Faber, E. C., Manager, Faber's Bakery, Buffalo, New York.  
 Fetherolf, R. F., Hallagan Manufacturing Company, Newark, New Jersey.  
 Fischer, R. W., Summit, New Jersey.  
 Fisk, W. W., Darts Camp, Darts, New York.  
 Forker, L. R., Oil City, Pennsylvania.  
 Gibbs, L. C., Auditor, The Bradford, Boston, Massachusetts.  
 Gillette, C. J., Manager, Gillette's Cafeteria, Ithaca, New York.  
 Gillette, K. P., Manager, Gillette's Cafeteria, Elmira, New York.  
 Grohmann, H. V., Needham and Grohmann, Hotel Advertising, New York City.  
 Hanlon, C. L., Assistant Steward, Bellevue-Stratford, Philadelphia, Pennsylvania.  
 Hunt, A. C., Traveling Auditor, American Hotels Corporation, New York City.  
 Jennings, C. A., Manager, The Anthony Wayne, Hamilton, Ohio.  
 Kemmotsu, Kakamaro, Manager, Nara Hotel, Nara Park, Japan.  
 Koehl, A. E., Publicity Director, The Lexington, New York City.  
 Knapp, H. J., Accountant, Westgate Hotel, Chicago, Illinois.  
 Krieger, C. A., Ellicott Drug Company, Buffalo, New York.  
 Lang, Albert, First Lieutenant, Fort Benjamin Harrison, Indianapolis, Indiana.  
 Lodge, W. H., Dining Service, American Telephone and Telegraph Company, New York City.  
 Longyear, Hilda, Dormitory Manager, Stanford University, Palo Alto, California.  
 Love, H. B., Assistant to Proprietor, Ludy Chain Hotels, Hotel Ludy, Atlantic City, New Jersey.  
 MacLennan, H. A., Manager, The Clifton, Niagara Falls, Canada, and El Conquistador, Tucson, Arizona.

- Marchand, H. J., Night Manager, Lord Baltimore, Baltimore, Maryland.  
McAllister, A. J., Manager, Montrose Hotel, Cedar Rapids, Iowa.  
Metzger, H. C., Manager, Stouffer Restaurant, Detroit, Michigan.  
Miller, E. N., Higby Camp, Big Moose Lake, New York.  
Miner, F. L., Assistant Manager, Crawford House, Crawford Notch, New Jersey.  
Needham, W. R., President, Needham and Grohmann, Hotel Advertising, New York City.  
Newcomb, J. L., Room Clerk, Fensgate Hotel, Boston, Massachusetts.  
Nickels, H. L., Manager, Fort Meigs Hotel, Toledo, Ohio.  
Nolin, J. H., Auditor, Commodore Perry, Toledo, Ohio.  
Olsen, A. L., Instructor in Hotel Accounting, Cornell University, Ithaca, New York.  
Peckham, C. J., Agency Director, New York Life Insurance Company, New York City.  
Reckhow, E. A., Hotel Statler, Buffalo, New York.  
Reynolds, H. E., Auditor, General Brock Hotel, Niagara Falls, New York.  
Ries, H. M., Office Manager, Reubens Restaurants Incorporated, New York City.  
Rynalski, Clement, Night Auditor, Hotel Van Curler, Schenectady, New York.  
Savage, Kirkwood, Assistant Supervisor, New York Telephone Company, New York City.  
Sayles, C. I., Instructor in Hotel Engineering, Cornell University, Ithaca, New York.  
Shea, J. L., Business Promotion Manager, Hotel Pennsylvania, New York City.  
Slack, J. L., Manager, The Castleton, New Castle, Pennsylvania.  
Smith, P. H., Senior Accountant, Air Reduction Sales Corporation, New York City.  
Sproul, W. W., Orange, New Jersey.  
Stearns, R. M., Brooklyn, New York.  
Steinberg, R. W., Assistant Manager, Stouffer Restaurant, Pittsburgh, Pennsylvania.  
Swenson, D. C., Manager, Men's Faculty Club, Columbia University, New York City.  
Taft, Arthur, Assistant Manager, Hotel Saskatchewan, Regina, Saskatchewan.  
Terwilliger, Ernest, Stouffer's Restaurant, Philadelphia, Pennsylvania.  
Tyo, R. E., Room Clerk, Hotel Statler, Cleveland, Ohio.  
Villepigue, H. A., Manager, Villepigue's Inn, Sheepshead Bay, New York.  
Watson, E. B., Food Controller, William Taylor and Whitcomb Hotels, San Francisco, California.  
Wegner, N. E., Manager, Bishop Cafeteria, Rockford, Illinois.  
Welch, J. M., Edison General Electric Appliance Company, Chicago, Illinois.  
Wicks, Mary, New York Telephone Company, New York City.  
Williams, L. A., Distributor, Liggett and Meyers Tobacco Company, Ithaca, New York.









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Correspondence regarding the Cornell University Official Publication should be addressed to

THE SECRETARY, CORNELL UNIVERSITY,  
ITHACA, NEW YORK.









